**Facilities Assistant**

Fleet & Facilities

**BASIC PURPOSE AND PRINCIPAL RESPONSIBILITIES**

The VVTA Facilities Assistant performs a full range of maintenance duties at all VVTA facilities and locations. Performs quality assurance checks of the facilities, assists with contractor facilities maintenance oversight, performs routine checks for cleanliness and maintenance for VVTA facilities, cleans and maintains bus shelters as needed or assigned, assists with capital project planning and oversight, and coordinates with the contracted maintenance department for cleaning and minor maintenance duties for all facilities.

Please see our website: www.vvta.org/jobs for a complete job description and application or contact dalbin@vvta.org. This is a full-time position, 40 hours per week. Annual salary range is $48,000 to $58,000 DOE plus participation in VVTA’s benefits program, including paid vacation, sick leave, medical, dental, vision, disability and life insurance, and participation in the CalPERS retirement system. Victor Valley Transit is an Equal Opportunity Employer.